

## WEEKLY PROCESSING DATES

as of 10/29/18

Statewide Program	Business Process (Workload)	Oldest Date
<b>Organizational Management</b>		
<b>Position Control</b>		
	Change in Established Positions (Std. 607)	10/25/18
<b>Personnel Administration</b>		
<b>Audits</b>		
	Lump Sum PARs (Std. 680-A)	10/26/18
	Stipulation PARs (Std. 680-A)	08/15/18
	Personnel Action Request (Std. 680)	08/15/18
<b>Benefits Administration</b>		
<b>Benefits</b>		
	Dental Plan Enrollment (Std. 692) <b>Dental News</b>	10/05/18
	Dental Plan Enrollment (Std. 692) <b>Dental Cancels</b>	10/03/18
	Dental Plan Enrollment (Std. 692) <b>Dental Changes/CALHR Appeals</b>	09/05/18
	Payroll Adjustment Notice - Accounts Receivable (Std.674AR) Change Method of Collection	09/18/18
	Health Error Messages related to Employment History (99PRS)	09/26/18
	Health Error Messages (HBD12P)	09/19/18
	Payroll Adjustment Notice - Leave Credits Request (Std.674AR)	09/13/18
	Cash Option Enrollment Authorization (std. 701C) <b>Flex Enrollment (Cancels)</b>	10/09/18
	Cash Option Enrollment Authorization (std. 701C) <b>Flex Enrollment (News/Changes)</b>	09/21/18
	Reimbursement Account Enrollment Authorization (Std. 701R) <b>Flex Reimbursements</b>	10/26/18
	Vision Plan Enrollment Authorization (Std. 700)	10/19/18
<b>Disability Payments</b>		
	Industrial Disability Leave - Payment Request (Std. 674D) <b>IDL Regular</b>	10/19/18
	Industrial Disability Leave - Transfer/Out of History Request (Std. 674D) <b>IDL Specials/Complex</b>	04/13/18
	State Disability Insurance -Payment Request (Std. 674D) <b>SDI Regular</b>	10/22/18
	State Disability Insurance - Transfer/Out of History Request (Std. 674D) <b>SDI Special/Complex</b>	10/11/18
	Non-Industrial Disability Insurance - Payment Request (Std. 674D) <b>NDI Regular</b>	10/22/18
	Non-Industrial Disability Insurance - Transfer/Out of History Request (Std. 674D) <b>NDI Special/Complex</b>	06/19/18
	Temporary Disability - Pay/Adjustment Request (Std. 674) <b>TD Regular</b>	10/26/18
	Temporary Disability - Pay/Adjustment Request (Std. 674) <b>TD Special/Complex</b>	10/12/18
	Accounts Receivable - Change Method of Collection Request (Std. 674 AR ) <b>4400</b>	10/22/18
	LC 4800 Transfer Request (Std.674 ) <b>LC4800</b>	10/22/18
<b>Retirement</b>		
	Post Audit Retirement Messages	09/07/18

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Statewide Program	Business Process (Workload)	Oldest Date
<b>Payroll Administration</b>		
<b>Payroll</b>		
	Post Audit Personnel and Payroll Reports	01/06/16
	Lump Sum PARs	10/15/18
	Payroll Adjustment Notice (Std.674) 10/2017- current year	03/30/18
	Payroll Adjustment Notice (Std.674) prior years - 09/2017	03/30/18
	Payroll Adjustment Notice - Accounts Receivable (Std.674AR) 10/2017- current year	04/06/18
	Payroll Adjustment Notice - Accounts Receivable (Std.674AR) prior years - 09/2017	04/06/18
<b>Premium Pay</b>		
	Premium Pays : Overtime, Non Locked-In Pay Differentials, etc. (Std. 671/674)	10/15/18
<b>W-2/Misc. Deductions</b>		
	Duplicate W2 Request (Std. 436)	10/26/18
	Non USPS Transactions (Std. 676)	Current
	Miscellaneous Deduction (Std. 674)	10/19/18
	W2 Miscellaneous Adjustments (Std. 674)	10/19/18